



**CALIFORNIA  
ENERGY COMMISSION**



**California Energy Commission  
November 08, 2023 Business Meeting  
Backup Materials for Agenda Item No 03f:  
Alliance to Save Energy**

The following backup materials for the above-referenced agenda item are available in this PDF packet as listed below:

1. Proposed Resolution
2. Contract Request Form
3. Scope of Work

**STATE OF CALIFORNIA**  
**STATE ENERGY RESOURCES**  
**CONSERVATION AND DEVELOPMENT COMMISSION**

**RESOLUTION: Alliance to Save Energy**

**RESOLVED**, that the State Energy Resources Conservation and Development Commission (CEC) adopts the staff CEQA findings contained in the Agreement or Amendment Request Form (as applicable); and

**RESOLVED**, that the CEC approves agreement 100-23-003 with Alliance to Save Energy for a \$25,000 contract for a one-year membership. Membership allows CEC staff to meet with key policy and decision makers and officials from over 100 organizations to advance energy efficiency through unique and effective policy, market transformation, education, communication, and research and technology initiatives. These meetings provide a forum for exchanging information, ideas, and resources; and

**FURTHER BE IT RESOLVED**, that the Executive Director or their designee shall execute the same on behalf of the CEC.

**CERTIFICATION**

The undersigned Secretariat to the CEC does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the CEC held on November 08, 2023.

AYE:  
NAY:  
ABSENT:  
ABSTAIN:

Dated:

\_\_\_\_\_  
Kristine Banaag  
Secretariat



## CONTRACT REQUEST FORM (CRF)

### A. New Agreement Number

**IMPORTANT:** New Agreement # to be completed by Contracts, Grants, and Loans Office.

New Agreement Number: 100-23-003

### B. Division Information

1. Division Name: Commissioners Offices
2. Agreement Manager: Pamela Redlew
3. MS-18
4. Phone Number: (916) 767-4991

### C. Contractor's Information

1. Contractor's Legal Name: Alliance to Save Energy
2. Federal ID Number: 52-1082991

### D. Title of Project

Title of project: Alliance to Save Energy Membership

### E. Term and Amount

1. Start Date: 11/08/2023
2. End Date: 11/07/2024
3. Amount: \$25,000

### F. Business Meeting Information

1. Operational agreement to be approved by Executive Director? No
2. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
3. The Proposed Business Meeting Date: 11/08/2023
4. Consent or Discussion? Consent
5. Business Meeting Presenter Name: N/A
6. Time Needed for Business Meeting: N/A
7. The email subscription topic is: N/A

#### Agenda Item Subject and Description:

Alliance to Save Energy. Proposed resolution approving Agreement 100-23-003 with Alliance to Save Energy for a \$25,000 contract for a one-year membership. Membership allows CEC staff to meet with key policy and decision makers and officials from over 100 organizations to advance energy efficiency through unique and effective policy, market transformation, education, communication, and research and technology initiatives. These meetings provide a forum for exchanging information, ideas and resources. (ERPA funding) Contact: Michael Poe

### G. California Environmental Quality Act (CEQA) Compliance

#### 1. Is Agreement considered a "Project" under CEQA?

No.

If yes, skip to question 2.

If no, complete the following (PRC 21065 and 14 CCR 15378) and explain why Agreement is not considered a "Project":



Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because agreement is for a membership with the Alliance to Save Energy. This will involve no physical work or construction. Membership benefits include participation in discussions with officials from other state and territorial energy offices.

**2. If Agreement is considered a "Project" under CEQA answer the following questions.**

a) Agreement **IS** exempt?

N/A.

Statutory Exemption?

N/A.

If yes, list PRC and/or CCR section number(s) and separate each with a comma. If no, enter "None" and go to the next question.

PRC section number: N/A.

CCR section number: N/A.

Categorical Exemption?

N/A.

If yes, list CCR section number(s) and separate each with a comma. If no, enter "None" and go to the next question.

CCR section number: N/A.

Common Sense Exemption? 14 CCR 15061 (b) (3)

N/A.

If yes, explain reason why Agreement is exempt under the above section. If no, enter "Not applicable" and go to the next section.

N/A.

b) Agreement **IS NOT** exempt.

**IMPORTANT:** consult with the legal office to determine next steps.

N/A.

If yes, answer yes or no to all that applies. If no, list all as "no" and "None" as "yes".

Additional Documents	Applies
Initial Study	No
Negative Declaration	No
Mitigated Negative Declaration	No
Environmental Impact Report	No
Statement of Overriding Considerations	No
None	Yes

**H. Subcontractors**

List all Subcontractors listed in the Budget (s). Insert additional rows if needed. If no subcontractors to report, enter "No subcontractors to report" and "0" to funds. **Delete** any unused rows from the table



Subcontractor Legal Company Name	Budget
No subcontractors to report	\$0

**I. Key Partners**

List all key partner(s). Insert additional rows if needed. If no key partners to report, enter “No key partners to report.” **Delete** any unused rows from the table.

Key Partner Legal Company Name
No key partners to report

**J. Budget Information**

Include all budget information. Insert additional rows if needed. If no budget information to report, enter “N/A” for “Not Applicable” and “0” to Amount. **Delete** any unused rows from the table.

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
ERPA	2023-24	100.002	\$25,000

**TOTAL Amount: \$25,000**

R&D Program Area: N/A.

Explanation for “Other” selection N/A.

Reimbursement Contract #: N/A.

Federal Agreement #: N/A.

**K. Contractor’s Contact Information**

**1. Contractor’s Administrator/Officer**

Name: Felicia Kelly  
 Address: 1850 M St., NW Suite 610  
 City, State, Zip: Washington DC, 20036  
 Phone: 202-530-2207  
 E-Mail: fkelly@ase.org

**2. Contractor’s Project Manager**

Name: Felicia Kelly  
 Address: 1850 M St., NW Suite 610  
 City, State, Zip: Washington DC, 20036  
 Phone: 202-530-2207  
 E-Mail: fkelly@ase.org

**L. Selection Process Used**



There are three types of selection process. List the one used for this CRF.

Selection Process	Additional Information
Competitive Solicitation #	Not Applicable
Non Competitive Bid ( <i>Attach DGS-GSPD-09-007</i> <a href="https://www.dgs.ca.gov/PD/Forms">https://www.dgs.ca.gov/PD/Forms</a> )	Not Applicable
Exempt	Exempt membership

**M. Contractor Entity Type**

Contractor Entity Type	Yes or No?
Private Company ( <i>including non-profits</i> )	Yes
CA State Agency ( <i>including UC and CSU</i> )	No
Government Entity ( <i>i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state</i> )	No

**N. Is Contractor a certified Small Business (SB), Micro Business (MB) or Disabled Veterans Business Enterprise (DVBE)?**

No

**O. Civil Service Considerations**

a. Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)?  
Yes.

b. Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER) N/A.

c. The Services Contracted: N/A.

If no, go to the next question. If yes, which of the following applies to the contract? More than one can apply, list each answer choice, and separate them with a comma:

- are not available within civil service
- cannot be performed satisfactorily by civil service employee
- are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system

The following applies to the contract: N/A.

d. The Services are of such an urgent, temporary, or occasional nature that the delay to implement under civil service would frustrate their very purpose?



N/A.

**Justification:**

N/A.

**P. Payment Method**

1. Is the payment method Reimbursement, Advanced Payment, or Other?  
Reimbursement.  
If Other, explain: N/A.
2. If Reimbursement, is it in arrears based on Itemized Monthly, Itemized Quarterly, Flat Rate, or One-time?  
One-time.

**Q. Retention**

Is Agreement subject to retention? No.

If Yes, Will retention be released prior to Agreement termination? N/A.

**R. Justification of Rates**

The total of this agreement is consistent with prior membership agreements with Alliance to Save Energy

**S. Disabled Veteran Business Enterprise Program (DVBE)**

Provide requested additional information.

1. Exempt (Interagency/Other Government Entity) N/A.
2. Meets DVBE Requirements DVBE N/A.  
Amount: \$ N/A DVBE %: N/A
3. Is the Contractor Certified DVBE or Subcontracting with a DVBE? If subcontracting with a DVBE, provide the name of the DVBE company. If none applies, enter "Not Applicable".  
N/A.
4. Contractor selected through CMAS or MSA with no DVBE participation N/A.
5. Requesting DVBE Exemption (attach CEC 95) Yes.

**T. Miscellaneous Agreement Information**

1. Will there be Work Authorizations? No.
2. Is the contractor providing confidential information? No.
3. Is the contractor going to purchase equipment? No.
4. What is the check frequency of the progress reports? Monthly, Quarterly, or Other? If Other, please provide explanation.

Other. N/A. Membership agreement.

5. Will a final report be required? No.
6. Is the Agreement, with amendments, longer than three years? If yes, why?

No.

**U. The following items should be attached to this CRF (as applicable)**

List all items that should be attached to this CRF by entering "Yes" or "No".



Item Number	Item Name	Attached
1	Exhibit A, Scope of Work/Schedule	Yes
2	Exhibit B, Budget Detail	Yes
3	DGS-GSPD-09-007, NCB Request	No
4	CEC 95, DVBE Exemption Request	Yes
5	Awardee CEQA Documentation	No
6	Resumes	No
7	CEC 105, Questionnaire for Identifying Conflicts	Yes

**Approved By**

Individuals who approve this form must enter their full name and approval date in the MS Word version.

**Agreement Manager:** Pamela Redlew

**Approval Date:** 10/3/2023

**Office Manager:**

**Approval Date:**

**Deputy Director:**

**Approval Date:**

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **PURPOSE**

The purpose of this Agreement is to renew the California Energy Commission's (CEC's) membership in the Alliance to Save Energy (ASE). Founded in 1977 by a pair of U.S. senators who recognized the enormous opportunity of energy efficiency, ASE is a nonprofit, bipartisan alliance of business, government, environmental and consumer leaders. ASE advocates for enhanced energy productivity to achieve economic growth, a cleaner environment, and greater energy security, affordability and reliability.

Membership allows CEC staff to meet with key policy and decision makers and officials from over 100 organizations to advance energy efficiency through unique and effective policy, market transformation, education, communications, and research and technology initiatives. These meetings provide a forum for exchanging information, ideas and resources.